

# Checklists

## Timeline Checklist

### Getting Started...

- \_\_\_\_\_ Talk with your other leaders and review the Leader's Guide to plan possible dates for your unit to attend camp.
- \_\_\_\_\_ Talk with your youth leaders and set a date to attend summer camp. Get them to "talk it up" among the boys to initiate interest and enthusiasm
- \_\_\_\_\_ Mail your campsite reservation request and deposit to the council office
- \_\_\_\_\_ Schedule a parents camp preview night. Show the camp promo video, which is available from either your district executive or the council office. Make sure at this meeting that all of the parents know the dates, costs, and are familiar with the need for a physical examination and uniforms for camp. It is very important to encourage and have good parent attendance.
- \_\_\_\_\_ Identify boys who may have a problem paying for their summer camp experience and try to help them find some way to earn money. All the boys in the troop may wish to work together on a money-earning project. An excellent source for Scouts needing assistance is to sell popcorn and earn a campership.

### Two - Three Months before Summer Camp

- \_\_\_\_\_ Set up leadership for camp (remember the two deep leadership rule)
- \_\_\_\_\_ Get commitments from the Scout and his family about attending camp
- \_\_\_\_\_ Pass out consent forms to ALL SCOUTS
- \_\_\_\_\_ Pass out Class 1 & 2 physical forms to all Scouts or leaders under 40 and Class 3 physical forms to all Scouts participating in High Adventure, COPE or any adult leaders over 40
- \_\_\_\_\_ Leader passes out "what to bring" lists to all campers
- \_\_\_\_\_ Begin program planning procedure for camp
- \_\_\_\_\_ Begin making travel plans
- \_\_\_\_\_ Troop equipment needs list prepared
- \_\_\_\_\_ Each Scout's advancement needs to be checked and merit badge classes selected  
Plan time line for merit badge prerequisites that need to be done
- \_\_\_\_\_ Talk with Cub masters or Webelos Den Leaders that have Webelos crossing over into your troop about promoting summer camp and encourage parents that it is a positive activity for new Scouts - impress upon the Webelos how fun camp really is

**May 5** - Early Bird registration due in council office (see paperwork checklist for details)

**May 23** - Campership applications are due in the council office

## Timeline continued....

### **Four Weeks (1 month) Before Summer Camp**

- \_\_\_\_\_ Check progress on medical exams
- \_\_\_\_\_ Confirm that all fees have been paid
- \_\_\_\_\_ Inventory each Scout's advancement records
- \_\_\_\_\_ Scribe and unit leader fill out merit badge class registration form
- \_\_\_\_\_ Counsel Scouts on their personal goals for fun and advancement at camp
- \_\_\_\_\_ Set up swim classifications if needed
- \_\_\_\_\_ Check on transportation arrangements and finalize
- \_\_\_\_\_ Gather OA information

### **Two Weeks before Summer Camp**

- \_\_\_\_\_ Final patrol leaders council sets troop program
- \_\_\_\_\_ Unit committee meets to tie up loose ends
- \_\_\_\_\_ Final check on transportation
- \_\_\_\_\_ Collect medical forms and consent forms
- \_\_\_\_\_ Complete and mail all forms for camp
- \_\_\_\_\_ Gather troop gear in one location for loading day of leaving
- \_\_\_\_\_ Decide on extra food / snack requirements

### **No later than the Deadline Date for the Week Your Troop will Attend Camp** (see payment schedule)

- \_\_\_\_\_ Mail pre-registration form and payments to the council office
- \_\_\_\_\_ Mail forms to camp for Express Check-in (Consent Forms, Medical Forms, Pre-Registration Roster, MB Class Form )

### **Day of Departure**

- \_\_\_\_\_ Check everybody's gear
- \_\_\_\_\_ Check prescribed medicine for Scouts and leaders
- \_\_\_\_\_ Pack up troop equipment
- \_\_\_\_\_ Plan to arrive at camp between no earlier than 2:00 PM on Sunday
- \_\_\_\_\_ Have copies of ALL forms (even if you mailed copies to camp for Express Check-in)
- \_\_\_\_\_ Have \$100 security deposit check to turn in upon arrival

## What to Bring to Camp

### SCOUT

- \_\_\_\_\_ Consent Form
- \_\_\_\_\_ Medical Form
- \_\_\_\_\_ Prescription medicine
- \_\_\_\_\_ Complete Scout Uniform
- \_\_\_\_\_ T-Shirts
- \_\_\_\_\_ Socks
- \_\_\_\_\_ Underwear
- \_\_\_\_\_ Swimsuit
- \_\_\_\_\_ Shorts/jeans
- \_\_\_\_\_ Shoes (tennis & hiking)  
**NO OPEN TOED SHOES ALLOWED.**
- \_\_\_\_\_ Towels
- \_\_\_\_\_ Toilet articles
- \_\_\_\_\_ Rain gear
- \_\_\_\_\_ Scout Handbook
- \_\_\_\_\_ Blankets & sheets/sleeping bag
- \_\_\_\_\_ Pillow
- \_\_\_\_\_ Paper/pencil/pen
- \_\_\_\_\_ Merit badge pamphlets & material
- \_\_\_\_\_ Insect Repellant
- \_\_\_\_\_ Canteen\*
- \_\_\_\_\_ Backpack\*
- \_\_\_\_\_ Ground cloth\*
- \_\_\_\_\_ Long sleeve shirt/long pants\*\*
- \_\_\_\_\_ Money for program materials (baskets, leather)
- \_\_\_\_\_ Money for trading post

\* Needed for the Baden Powell Program, Wilderness Survival and Camping Merit Badges

\*\* Needed for Lifesaving Merit Badge, Swimming Merit Badge and Project COPE

### OPTIONAL

- \_\_\_\_\_ Watch
- \_\_\_\_\_ Laundry bag
- \_\_\_\_\_ Compass
- \_\_\_\_\_ Bible or Prayer Book
- \_\_\_\_\_ Camera & film
- \_\_\_\_\_ Pocket Knife

### Troop and Patrol

- \_\_\_\_\_ American Flag
- \_\_\_\_\_ Troop Flag
- \_\_\_\_\_ First Aid Kit
- \_\_\_\_\_ Scoutmaster's Handbook
- \_\_\_\_\_ Lantern
- \_\_\_\_\_ Insurance claim forms
- \_\_\_\_\_ Water Hose & Nozzle
- \_\_\_\_\_ Broom
- \_\_\_\_\_ Dining Fly
- \_\_\_\_\_ Any other items that will help the troop during their stay.

### **NOTICE!!**

Sheath, butterfly, and survival type knives, etc. are not allowed on the reservation. IF brought, the Scoutmaster should hold them until the Scout returns home.

All fuel (propane, white gas) must be checked in and held by the Camp Ranger until it is needed. Only adult leaders should handle fuel.

## Paperwork Information and Checklist

**NO PRE-CAMP LEADERS MEETING.** In an effort to make things easier for long-distance units and camp record keeping, we are eliminating this meeting. However, we hope that you will take advantage of not having to drive to the meeting and make sure the required paperwork is mailed ON TIME. We are asking that the following items be mailed to the COUNCIL office NO LATER than one week prior to your attendance at camp. DO NOT MAIL TO THE CAMP.

\_\_\_\_\_ Pre-registration form with final roster and additional payments

\_\_\_\_\_ Merit badge class registration form

\_\_\_\_\_ Special health needs or dietary concerns

**Provisional Scout registrations** - Merit badge class requests and payments must follow the schedule according to the week they wish to attend.

**Upon your arrival at camp** the following paperwork should be available and completed.

\_\_\_\_\_ Complete and final roster with receipts and check for balance due and special class fees if applicable

\_\_\_\_\_ Completed medical and consent forms for each Scout and leader attending

\_\_\_\_\_ Copy of insurance policy and a claim form for out of council units to be kept on file

\_\_\_\_\_ Your camp leader's guide

\_\_\_\_\_ Tour permit if applicable.

**Express Check-in** If you want to take advantage of the Express Check-in, you must mail the following to the camp office no later than 12 days prior to your attendance. Be sure to allow enough time for delivery.

\_\_\_\_\_ Completed roster

\_\_\_\_\_ Completed medical and consent forms for each Scout and leader attending

\_\_\_\_\_ Contact information (especially email address) for the Scout leader that will accompany the troop to camp